

# THE OFFICIAL GUIDE TO **CHAPTER COMPOSITES**

Prepared by **affinity consultants**



## Selecting a Composite Provider for your Chapter

- If you plan to have our name, Greek letters, crest, or coat of arms on your composite, check to verify that the composite company is licensed to use our trademarks. You can do this at anytime at [www.greeklicensing.com](http://www.greeklicensing.com) by selecting Delta Gamma and searching for Composites in the product search window.
- Check to see if your chapter has an agreement in place with a composite company. Talk with your past officers and your chapter advisor to see if you have an existing contract.

→ If you do have a contract, see [We Already Have a Contract](#).

→ If you do not have a contract, see [We Do Not Have a Contract](#).



### We Already Have a Contract

- If you are in a contract with a company who does not appear on the licensed vendor list, please contact Melissa at 760-734-6764 ext. 140. It is important that this issue is resolved before moving further with your composite.
- Contact the company to ensure you have the most up to date version of the contract. There may be a contract from a previous year.
- Take time to review the contract with your chapter advisor or someone at Headquarters. Make sure you fully understand what is required of you and the chapter. Remember, these are legal documents; care should be taken to understand them completely and honor the terms within them.

**Note:** No licensed vendor can offer a contract that is longer than one school year. All composites must be delivered with 60 days of your photo session, provided the chapter is timely in meeting its obligations. Also, any chapter composite contract signed with a commencement date of more than one (1) year in the future from the actual date of the signed contract will be considered null and void, unless specifically approved in writing by Headquarters or its designee.



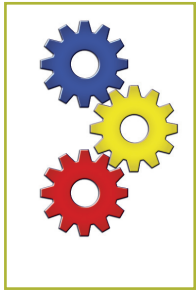
### We Do Not Have a Contract

- Request information from all of the licensed composite companies with which you are interested in working. Be sure they include a sample contract, proofs of other composites they have completed, and a full list of your responsibilities throughout the development process.
- Make sure you receive answers to all your questions, and keep an accurate record of whom you talk with and when. This will be critical if you run in to issues down the road!
- Evaluate all the information you have, and then choose a composite company.

**Note:** no licensed vendor can offer a contract that is longer than one school year. All composites must be delivered with 60 days of your photo session, provided the chapter is timely in meeting its obligations. Also, any chapter composite contract signed with a commencement date of more than one (1) year in the future from the actual date of the signed contract will be considered null and void, unless specifically approved in writing by Headquarters or its designee.

**Note:** Only the Chapter President and/or Chapter Advisor are authorized to sign a contract binding the chapter.

→ See [Prepare Chapter for Photo Session](#).



### Prepare Chapter for Photo Session

- Send an official notification to all members at least two weeks ahead of scheduled photo session. Remember to include the exact date, time and location for the photo shoot.
- Two days before photo shoot, send out reminders to all members.
- Make sure that the space is available and clean for photo session.



### Fulfilling Your Responsibilities

- Immediately record all the deadlines in your calendar.
- Give the chapter advance notice of your scheduled photo session. It is important that you give them notice right away, and then at regular intervals before the photo shoot
- Type all membership and officer lists. This will drastically reduce errors and delivery time to receive the final composite.
- Make duplicate copies of anything you sign and all information you provide to the composite company. Store this information in a file you save for next year, or give it to your chapter advisor for safekeeping.
- Budget the appropriate amount and be prepared to pay your deposit and outstanding balances in a timely fashion.



### No Gag/Joke Photos

- Please be advised that our organization does not authorize any composite company to produce or allow gag photos and/or joke nicknames for composites because they reflect poorly upon our organization and are oftentimes inconsistent with our mission and values.



### Handling Complications

- Review your records and identify the source of the error. If the error came from your chapter, be prepared to take responsibility and pay for corrections.
- If the error was caused by the composite company, contact them and alert them to the problem. Be sure to keep records of when and whom you speak with concerning errors, as you may need that information later on.
- This information, when used appropriately, will ensure your composite is delivered quickly and error-free. If the composite company does make a mistake, it will be necessary to have all of the above information to ensure we are able to resolve the issue quickly and fairly.

To clarify for understanding, the following are NOT acceptable on any composite that utilizes the name or insignia of our organization:

Comedic or offensive photos/props/names/nicknames/costumes/gestures, or any use of alcohol or drug-related images.



### Rescheduled Photo Session

- If it becomes necessary to reschedule a photo shoot it is important that you contact the composite company as soon as possible.
- When you contact them, be sure to have a couple of dates/times available, and be sure there will be enough time for the chapter to prepare for this photo shoot.
- Record all the details of your conversation, including with whom you spoke.

**If you have any questions,**

**please do not hesitate to contact our licensing agency:**

Affinity Consultants at (760) 734-6764 or [licensing@greeklicensing.com](mailto:licensing@greeklicensing.com).